Recertifying on MyATCB

STEP 1:
Go to MYATCB which is found on the ATCB website. Click on the orange MYATCB box.
STEP 2:

SIGN IN

Welcome to MYATCB!
MYATCB provides credential holders, certificants and applicants with a single, secure portal to manage their credentials, board certification certificates and applications. It grants access to change of address, name change, online applications, printable documents and many more features.

IMPORTANT INSTRUCTIONS:
If you are an existing ATCB user, please login with your MyATCB credentials.
If this is your first visit to MYATCB, you must click the Create Gateway Account button.
- Forgot username?
- Forgot password?

For security reasons, be sure to close your browser once you are done using this system. The Art Therapy Credentials Board cannot be held responsible for unauthorized access to the information you have entered in the browser.
Step 3:
Once logged in you will see the below. Click on your credential (the green box)-this will open your portal
Step 4: Select the Recertification Application
Step 2: Read Instructions-start application. Each step of application must be completed. Please do not skip steps.
**Step 3:** If needed make any updates to contact information.
Step 4: Complete Ethics Attestation

Since the date of your application for ATCB credentials, if this is your first renewal or the date of your latest renewal of ATCB credentials, has an indictment, charge, or complaint (not including traffic offenses) with any court, regulatory authority, professional association, credentialing body, or any governmental or private payer of benefits been filed or entered against you?

- Yes
- No

Since the date of your application for ATCB credentials, if this is your first renewal or the date of your latest renewal of ATCB credentials, has litigation involving allegations of professional negligence or misconduct been filed or entered against you?

- Yes
- No

With respect to the matters listed in 1) and 2) above: has a judgment, order of dismissal or deferred adjudication, conviction, plea of guilty, plea of nolo contendere, or disciplinary sanction been filed or entered against you?

- Yes
- No

Since the date of your application for ATCB credentials, if this is your first renewal, or the date of your latest renewal of ATCB credentials, have you voluntarily surrendered an active professional license pending the outcome of an investigation or hearing?

- Yes
- No

Since the date of your application for ATCB credentials, if this is your first renewal, or the date of your latest renewal of ATCB credentials, have you pled guilty or nolo contendere (no contest) to, or have you ever been convicted of, a criminal offense, or are any criminal charges currently pending against you?

- Yes
- No

Since the date of your application (if this is your first renewal) or the date of your latest renewal of ATCB credentials, have you been placed on a governmental abuse registry?

- Yes
- No
**Step 5**: If you have not completed your CE tracker you will need to add your CE’s here. If you have completed your CE tracker, this section will be populated. You will need to select ADD for every CE entered. If you are selected for an audit, you will be required to upload verification of CE’s with each entry.
**Step 5**: When you select Add this box will come up for you to add the CE. If you are selected for an audit you will need to upload supporting documents. Uploaded documents can be PDF’s or images.
If you get this error messages

This PDF or graphic you are uploading is too large. Contact the National Office atcinfo@atcb.org
Please note that once the CE tracker is complete select next the application will not advance if you have not entered 100 CE’s, 6 of which are in ethics. If selected for an audit the application won’t advance if you have not uploaded your verifications of CE’s. ****
Step 6 Application Attestation
Signature must match the name on your portal (top left corner)

Credentials Board, Inc. (ATCB) is true and accurate to the best of my knowledge. I hereby apply for recertification offered by
the ATCB in accordance with and subject to its rules. I understand that the renewal process’s information may be used for
statistical purposes and to evaluate the credentialing program. I further understand that the information provided by me will
be treated confidentially. To the best of my knowledge, the information I have provided is accurate, complete, correct, and is
made in good faith. I understand that the ATCB reserves the right to verify any or all information in this application and that
any incorrect or misleading information I provide may constitute grounds for rejection of my application, revocation of my
registration, or other disciplinary actions.

By signing this Authorization, I acknowledge that I have read, understand, and comply with the most recent version of the
ATCB Code of Ethics, Conduct, and Disciplinary Procedures. I understand that if I am granted registration as an ATR, it will
be my responsibility to comply with all ATCB standards, including the ATCB Code of Ethics, Conduct, and Disciplinary
Procedures. I understand and agree to the rejection of my application, revocation of my registration, or other disciplinary
action if I violate any of the rules or standards of the ATCB. I understand that any credential granted by the ATCB does not
entitle me to state licensure.

I agree to report to the ATCB within 60 days of my receipt of notification, the following matters related to me:

Any name change, mailing address, telephone number, and email address and any other facts bearing on eligibility for
credentials, including but not limited to: filing of an indictment, charge, or complaint, not including traffic offenses, with any
court, regulatory authority, professional association, credentialing body, or governmental or private payer of benefits; any
litigation involving allegations of professional negligence or misconduct; and the final disposition of such charges, complaints,
or cases including but not limited to, entry of a judgment, order of dismissal or deferred adjudication, conviction, a plea of
guilty, a plea of nolo contendere, and imposition of disciplinary sanctions.

Upon renewal, I understand that credentialing data is considered public information. I authorize the ATCB to release such
information and my name and city/state in its listing of registered art therapists unless I indicate otherwise to the National
Office.

I release the ATCB from all liability and claims arising from any art therapy activity. I understand that application fees are
nonrefundable and nontransferable.

By signing, I acknowledge that I have read and understood this information and agree to abide by these terms.

*Signature: (Type full name)*

Signature
Step 7 Payment
Once recertification payment is complete, there will be a receipt located in your portal and the recertification cycle will update.

IMPORTANT!!!!

Don’t forget to all complete the annual renewal of your ATR!